Process	***Automatic Controlled Budget Journal Generator (BUDJRNLX)***
Process Number	***BD – 024***

Description of Process

This process creates controlled budget journals from Standard Budget ledger data. Business processes BD042 (Budget Scenario Default) must be completed before this process (BD – 024) is initiated.

This is the process that will be used to create all five (Appropriation; Allotment; Organization; Project/Grant and Revest) controlled budgets simultaneously.

Input to Process

Standard Budget data rows for selected Budget Year and Scenario.

Output of Process

Creation of controlled budget journals for all 5 controlled budget types.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

> **Comment:** Talk with Brent – this refers to an agreement between the requestor and the group granting the request that stipulates that the request will be fulfilled within a certain time frame (turnaround)

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Prepare Controlled Budgets, Process	Controlled Budget Generator

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1 Complete the Request panel	Agency

Business Unit: Enter your business unit ID

Budget Year: Enter the budget year for which you are creating your controlled budget journals.

Fiscal Year: The Fiscal Year will default from the Budget Year entered above.

Source Ledger: This will always default to **Control** ledger. Therefore, your Standard Budget data must always be in the Standard Budget ledger called **Control.**

Source Scenario: This will be the name of the scenario within your control budget data in the ledger Control. It will also become the Legislative Reference Number, for ease in tracking and reconciliation.

Target Scenario: This will always default to Final

As of Date: This defaults to the current date.

Process Frequency: This defaults to "Always Process."

After completing the request panel click on the icon (traffic light).

Step 2 Run Process

Run the Budget Create process by clicking on the traffic light. In the Process Scheduler Request, select a Run Location of **Server.** In the output Destination group box, select the option of **File**. In the box labeled File/Printer enter C:/Temp. Select **Budget Journal Create Request**, BUDJRNLX, SQR PROCESS and click OK.

Verify the job is successful on the Process Monitor. Verify the budgets were created by reviewing Report BDXXX0403.
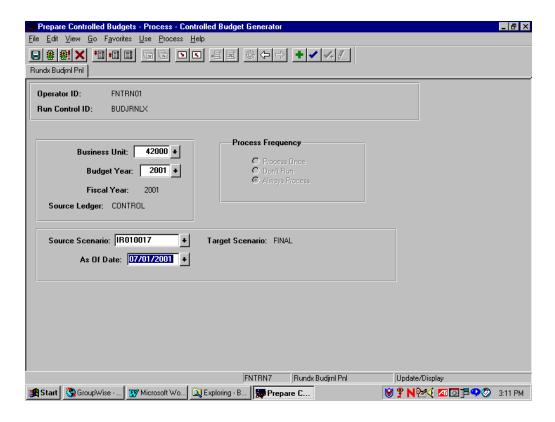
Forms Used with Process (#)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested

BUDGET JOURNAL REQUEST PANEL